

REGULATION  
NO.

R   
MANAGEMENT PROGRAMS  
Draft 6-16-55

## RECORDS MANAGEMENT

Rescissions: CIA Regulation No.   
R  undated  
R  12 January 1952  
N   
N

N   
N   
N   
N

## CONTENTS

Page

RECORDS MANAGEMENT.....	1
REPORTS MANAGEMENT.....	2
CORRESPONDENCE MANAGEMENT.....	3
FORMS MANAGEMENT.....	4
FILE STANDARDS.....	
RECORDS SYSTEMS.....	
RECORDS DISPOSITION.....	
VITAL MATERIALS.....	
MICROFILM.....	

### 1. GENERAL

This Regulation establishes basic policies and responsibilities for administering the Agency Records Management Program. Its requirements are in agreement with the Federal Records Act of 1950 (Public Law 754, 81st Congress) and other applicable statutes and regulations.

### 2. OBJECTIVE

Records Management is controlling and improving records from their creation or receipt to their disposition, with resultant economies in manpower, supplies, equipment, space, time and money.

### 3. POLICIES

The Agency Records Management Program shall be administered on a decentralized basis through area programs governed by the policies outlined under the respective program functions.

### 4. RESPONSIBILITIES

a. The Chief, Management Staff, is responsible for:

- (1) Directing and coordinating the Agency Records Management Program by providing basic plans, policies, and procedures, and staff guidance for their application to area programs.

25X1

REGULATION  
NO.

R   
MANAGEMENT PROGRAMS  
Draft 6-16-55

25X1

- (2) Conducting operational audits of area programs to promote their effectiveness.
  - (3) Providing, in collaborating with the Director of Training, facilities (including instructional and training media) for the guidance, indoctrination and technical training in the program functions.
- b. The Deputy Director (Plans), (Intelligence), and (Support) or their designees are responsible for:
- (1) Establishing and maintaining area programs to meet the requirements of this Regulation.
  - (2) Rendering such reports as may be required.
  - (3) Designating in writing to the Chief, Management Staff, the individuals who will have responsibility for maintaining area programs.

#### REPORTS MANAGEMENT

#### 5. POLICIES

- a. Requirements for reports shall be in writing.
- b. Reporting requirements shall be approved by the Reports Control Authority of the component which originated the requirement.
- c. Approved requirements shall be assigned a reports control symbol by the approving Reports Control Authority.
- d. Reports approved in accordance with this regulations shall be reappraised at least annually.

#### 6. RESPONSIBILITIES

- a. The Chief, Management Staff, is responsible for:

REGULATION

NO.

R   
MANAGEMENT PROGRAMS  
Draft 6-16-55

25X1

25X1

- (1) Maintaining a record of recurring administrative or management reports submitted:
    - (a) On a Headquarters-wide basis.
    - (b) From or to field stations.
    - (c) From or to organizations outside the Agency.
  - (2) Publishing lists of reports included in paragraph (1) above.
- b. Reports Control Authorities shall provide the Management Staff with current lists of area reporting requirements and such supporting material as the Management Staff may require to carry out its Program responsibilities.

#### CORRESPONDENCE MANAGEMENT

##### 7. POLICIES

- a. Congressional correspondence shall be answered or acknowledged within ~~at least~~ three working days from date of receipt. All other correspondence shall be answered or acknowledged within ~~at least~~ five working days from date of receipt.
2. b. The standards of HB  Correspondence Style and Procedures, shall be applied as extensively as possible.
1. c. Form and pattern correspondence and correspondences shall be used whenever practical.
2. d. Handwritten notes or personal contacts should supplant correspondence whenever possible.
- e. The transmittal of self-explanatory forms, reports, and publications by nonessential correspondence shall be avoided.
- f. Provision shall be made ~~whenever possible~~ for indicating concurrences and approvals on basic documents.

25X1

**SECRET**

25X1

REGULATION  
NO.

R   
MANAGEMENT PROGRAMS  
Draft 6-16-55

25X1

- g. The preparation of nonessential copies shall be avoided. Courtesy copies shall not be prepared except for members of Congress and officials of other Federal agencies.

#### 8. RESPONSIBILITIES

- a. The Chief, Management Staff, is responsible for:
- (1) Developing and maintaining publications on Agency correspondence style and procedures.
  - (2) Reviewing and approving requests for nonstocked stenographic and typing equipment and supplies.

#### 9. PROCEDURE

Requests for stenographic and typing equipment and supplies not available as stock items shall be submitted to the Logistics Office through the Records Management Staff with complete justification *for the*  
~~for the nonstocked items~~ *requirement.*

#### FORMS MANAGEMENT

#### 10. POLICIES

- a. All forms necessary for agency operations shall be procured or reproduced in accordance with this regulation.
- b. Nonessential forms shall be eliminated. *by whom?*
- c. Forms performing the same or related functions shall be consolidated. *by whom?*
- d. Related forms, procedures and regulatory issuances shall be integrated. *by whom?*
- e. Forms shall be systematically and periodically reviewed to control quality and quantity. *by whom?*

SECRET

REGULATION  
NO.

R   
MANAGEMENT PROGRAMS  
Draft 6-16-55

25X1

25X1

## 11. RESPONSIBILITIES

a. The Chief, Management Staff is responsible for:

- (1) Reviewing, analyzing, recording and approving requests for the use, reproduction or procurement of all forms used by the Agency.
- (2) Registering and assigning identification to forms.
- (3) Establishing and applying design and specification standards to forms.
- (4) *Designing* ~~Designing~~ technical assistance in designing forms.
- (5) Making surveys for the purpose of eliminating unnecessary forms.
- (6) Analyzing forms for essentiality, purpose, simplification, consolidation and standardization.
- (7) Maintaining Agency liaison on forms management matters with Federal and private organizations.
- (8) Making recommendations in connection with the procurement, storage and distribution of forms.
- (9) Publishing appropriate indexes to forms.

## 12. PROCEDURES

a. New and Revised Forms

- (1) Prior to requesting a new or revised form, the requester shall review the current Notice listing all forms used by the Agency or contact the Records Management Staff.
- (2) If an existing form cannot be used, prepare and forward, through appropriate channels to the Records Management Staff the following:
  - (a) A rough draft of the proposed form.
  - (b) Form No. 30, Request for Approval of Form (in duplicate).

REGULATION  
NO.

R   
MANAGEMENT PROGRAMS  
Draft 6-16-55

25X1

(c) Form 36-2 (to be redesignated Form No. 70) Reproduction Requisition (see par. 5a(1) R )

25X1

(d) One copy, if applicable, of the coordinated, proposed Regulatory or intra-office issuance or procedural instruction, prescribing or implementing the form's use.

b. Reprinting and Overprinting Existing Forms

If an existing form is to be reprinted or overprinted, forward Reproduction Requisition, (Form 36-2) as provided above.

c. Forms Supply System

Supplies of forms should be obtained from Building Supply Rooms or if not stocked by Building Supply Rooms submit Form No. 88 in accordance with prescribed procedures.

FILE STANDARDS

13. POLICIES

- a. Similar records shall be maintained under uniform file systems and procedures adapted to the individual programs and types of material.
- b. File stations shall be realistically located so as to ensure adequate reference service.
- c. Related papers shall be maintained with official record copies of documents and filed by a system and at a file location that will assure proper documentation of the organization, functions, policies, procedures and essential transactions of the Agency.
- d. Establishment of duplicate files shall be avoided.
- e. The following standards have been established for the maintenance of letter and legal size records:
  - (1) Non-safe type cabinets - Procurement will be limited to 5 drawer cabinets without locks and equipped with guide rods.
  - (2) Safe Cabinets - Procurement will be limited to 2 and 4 drawer cabinets with guide rods and of a standard and type to meet